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PARTNERING TEAM MEETING MINUTES 23 AUGUST 2005 NAS PENSACOLA FL  
8/23/2005  
NAS PENSACOLA

**Pensacola Partnering Team Meeting Minutes**  
**August 23, 2005**  
**Tallahassee, FL**

**ATTENDEES:**

**Team Members:**

Brian Caldwell	TtNUS
Greg Campbell	NAS Pensacola
Greg Fraley	EPA
Allison Harris	EnSafe Inc.
Bill Hill	SouthDiv
Tracie Vaught	FDEP
Gerry Walker	TtNUS
Greg Wilfley	CH2MHill

**Support Members:**

Betsy Voss	TtNUS - Scribe
Joe Foran	Mgmt Edge-Facilitator

**Absent:**

Paul Stoddard	Ensafe Inc. – Tier II Link
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**Guest:**

Eric Nuzie	FDEP – Tier II Link
Jim Crane	FDEP

**1. 1<sup>st</sup> Day Check In/Opening Remarks/Resource Sharing/Head Count and Proxies/Guests/Review Ground Rules & Charter/Action Items & Parking Lot Review**

Team had check in and welcomed Joe Foran as the new facilitator. Eric Nuzie from FDEP was asked to sit in as the Tier II Link for Paul Stoddard. Team reviewed the ground rules and action items. Greg C. has contacted RASO and is waiting on an estimate for his action item A-120803.

**A-10805:** Betsy will send the Team a current contacts list by 8/31/05.

**Consensus #1:** Team approves the NAS Pensacola Partnering Team June 23, 2005 Teleconference Meeting Minutes.

**2. Facilitator Introduction - Joe**

Joe began his introduction by giving his professional background and how he operates as a facilitator. He has extensive environmental experience which he feels will contribute to the Team. Joe had the Team share their individual professional background. Joe opened the floor for discussion on the facilitation transition from ICLD to Management Edge. The Team felt the biggest contribution from Gus was the TIP review. Joe will keep that ongoing beginning with our next meeting.

**A-20805:** Gerry will send a copy of the TIP information to the IR Portal for the Team's review by 9/7/05.

**3. Tier II Update - Eric**

Eric complimented the Team on their progress as a Team. Tier II hasn't met in three months, but their next meeting is scheduled for next week. Current topic of interest includes the potential reopening of Cecil Field as a military facility and FDEP and the Navy need to coordinate the DSMOA proposed two-year Joint Cooperative Agreement Execution Plan. Bill indicated he would like Eric to find out who the Team's next Tier II Link will be since Paul's time will soon be up. Eric gave an update on the status of the Exit Strategies and stated that the Air Force will soon be preparing these as well.

**4. Facility/UST Update – Greg C.**

Greg indicated that a source removal was completed at the TACAN site and he is preparing a Completion Report for the site. Greg indicated that the facility is working on building demolition following Hurricane Ivan. The Bachelors Quarters and the MWR gym have been torn down and demolition work was begun on Building 604. Greg also indicated that the Facility has a new Commanding Officer Captain Peter Frano. The preservation of trees appears to be highly important to the Captain.

**5. Document Priority Table and Gant Chart - Gerry**

Gerry passed out hard copies and projected the latest version of the Document Priority Table for discussion. Sites 44, 45 and 46 will have no documents until January 2006. Everything else on the table has been completed. Bill stated that the proposed date of 7/8/05 for Site 41 RI report now has an actual submitted date of 8/19/05. Tracie proposed a date of November 21, 2005 for FDEP's comments on Site 41 RI report. Greg F. agreed that he should have comments by then and indicated that EPA has a new subcontractor for document review, TechLaw Inc. So there may be some delays in the review process.

**A-30805:** Greg F. will send briefings on OU3, 11 and 13 for final RODs to Greg C. for his review with the CO, and to Tracie by 8/25/05.

Greg F. mentioned that in the future his Division Director wants to see reports before sending to public notice.

Gerry passed out hard copies of the Gant Chart for review and discussion. Gerry added Sites 44, 45 and 46 to the chart, but added the first documents as RI reports. Bill pointed out that the site documents are in fact Site characterization Reports. Gerry will update the Gantt chart to include the correct information. Tracie asked if the Team could help her with writing summary letters. Bill responded with a yes.

**A-40805:** Tracie will send an example of a summary letter to Bill for Team's help by 8/26/05.

**6. Lunch**

**7. Facilitator Training - Joe**

Joe presented a power point presentation on the survey results of the “Partnering Review Survey” that had been sent to the team by Management Edge prior to the meeting. In general, the survey results reveal that all responding members view the team as performing well.

**8. SCAP and Exit Strategy – Greg F./Bill**

Gerry passed out a hard copy of the SCAP received from Greg F. for the team to review.

**A-50805:** Greg W. will send the Site 15 removal action report to the Team by 9/23/05.

The team then reviewed the Exit Strategy and Gerry indicated that he and Bill responded to a Tier II request and created a summary table to be included with the Exit Strategy to summarize the completed RODs and NFAs. A current copy of the Exit Strategy was sent to Rich May and Robbie Darby for Tier II’s next meeting. Joe suggested adding another cover sheet to show current changes to the Exit Strategy for Tier II’s benefit. The Team felt this was not necessary at this time.

**9. Underground Storage Tank Update – Bill/Gerry**

Team discussed Gerry’s UST Program presentation that he gave to SouthDiv.

**A-60805:** Tracie will research to see if there are any documents pertaining to Building 3644 by 9/15/05.

**A-70805:** Bill will check to see if the Activity can utilize BOA contract used by SouthDiv.

**A-80805:** Greg C. will add UST Sites – Buildings 782, 1917, 2270 and 3644 to funding requests.

**10. CNO Award – Greg W./Greg F.**

Renee Lucas joined the Team via telephone to give an update on the progress of the CNO award submittal. She has received background information from Greg W. and information on Site 15. Brian sent the Geochemical regression analysis, and Bill sent the charter. Greg W. will send Renee the requested information on Sites 8 and 24. Allison will report on small business involvement. Bill will gather post Hurricane Ivan pictures to send to Renee. Renee reminded the Team to also take a group picture to be included in the submittal.

**A-90805:** Team will send Renee information for the CNO Award by 9/7/05.

**11. Meeting Closeout - Review Action Items/Next Agenda/Consensus Items/+/-/Facilitator Evaluation Facility**

**Consensus #2:** Team agrees to change the November 1-2 meeting to October 19-20.

Joe suggested that the Team schedule additional future meetings following the October 2006 meeting. The Team members schedule future meeting dates on February 15-16, 2006 in Charleston, SC; May 16-17, 2006 and August 29-30, 2006.

**Plus**

- Gerry's typing
- Greg F.'s leadership
- Meeting flowed well
- Good Participation
- Tier II perceptions
- Tracking Documents
- Permanent Facilitator

**Delta**

- Paul's absence
- Better estimates of time for items

Action Item No.	Responsible Party	Status	Due Date	Action Item
<b>Action Items from March 8, 2005 Meeting</b>				
A-20305	Greg F.	Completed	5/6/05	Greg F. will email the Team an updated SCAP by the next meeting.
A-50305	Team	Ongoing		Team needs to review the Document Tracking and Priority Table to hit document due dates.
A-70305	Gerry	Ongoing	3/15/05	Gerry will update the Document Tracking and Priority Table by 3/15/05.
A-90305	Robbie	Working	3/17/05	Robbie will get with Byas to discuss the current status of UST002 – Site 2662W by 3/17/05. – <b>see action item A-30505</b>
<b>Action Items from May 5, 2005 Meeting</b>				
A-10505	Greg W.	Completed		Greg W. will coordinate with his coworker to get the CNO award on the IR Portal for the Team's review.
A-20505	Greg C.	Completed		Greg C. will send an approval letter to the Team for Site 40 ROD to replace action item A-30305.
A-30505	Bill	Completed	5/20/05	Bill will check with Byas by 5/20/05 regarding action item A-90305, current status of UST002 – Site 2662W. – <b>Bill spoke with Byas and he will work up a proposed action and will then contact Tracie</b>

Action Item No.	Responsible Party	Status	Due Date	Action Item
A-40505	Greg F./Gerry	Completed	6/27/05	Greg F. will draft explanations to why SCAP target dates (Site 40, OU13) are being missed then Gerry will include in the Exit Strategy and post to the IR Portal.
A-50505	Tracie	Completed		Tracie will email Allison comments for Site 2 Waterfront Sediment RI Addendum Errata.
A-60505	Tracie	Completed		Tracie will email the Interim Removal Action for the Rifle Range Disposal Site at OU13 Site 8.
A-70505	Tracie	Completed		Tracie will email the Team comments for Site 2 Waterfront Sediment Draft Proposed Plan.
A-80505	Greg C.	Completed		Greg C. will check on buildings 73 and 45 to see when they are going to be demolished and will let the Team know.
<b>Action Items from June 23, 2005 Meeting</b>				
A-10605	Greg F.	Completed	6/24/05	Greg F. will email an updated copy of the SCAP to the Team by 6/24/05.
A-20605	Gerry	Completed		Gerry will contact Chuck Brian to get a copy of his presentation explaining FL UCL.
A-30605	Team			The Team will supply information to Renee for the CNO award.
A-40605	Gerry	Completed		Gerry will send the Team a current contacts list.
A-50605	TtNUS	Completed		Tetra Tech will look into getting a motel for the upcoming August meeting and email details to the Team.
<b>New Action Items from August 23, 2005 Meeting</b>				
A-10805	Betsy		8/31/05	Betsy will send the Team a current contacts list by 8/31/05.
A-20805	Gerry		9/7/05	Gerry will send a copy of the TIP information to the IR Portal for the Team's review by 9/7/05.
A-30805	Greg F.		8/25/05	Greg F. will send briefings on OU3, 11 and 13 for final RODs to Greg C. for his review with the CO, and to Tracie by 8/25/05.
A-40805	Tracie		8/26/05	Tracie will send an example of a summary letter to Bill for Team's help by 8/26/05.
A-50805	Greg W.		9/23/05	Greg W. will send the Site 15 removal action report to the Team by 9/23/05.
A-60805	Tracie		9/15/05	Tracie will research to see if there are any documents pertaining to Building 3644 by 9/15/05.
A-70805	Bill			Bill will check to see if activity can utilize BOA contract at SouthDiv.

Action Item No.	Responsible Party	Status	Due Date	Action Item
A-80805	Greg C.			Greg C. will add UST Sites – Buildings 782, 1917, 2270 and 3644 to funding requests.
A-90805	Team		9/7/05	Team will send Renee information for the CNO Award by 9/7/05.

<b>New Consensus Items from August 23, 2005 Meeting</b>
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1	Team approves the NAS Pensacola Partnering Team June 23, 2005 Teleconference Meeting Minutes.
2	Team agrees to change the November 1-2 meeting to October 19-20.

**Parking Lot Issues**

There are no parking lot issues.

**Pensacola Partnering Meeting Agenda**  
**Pensacola, FL**  
**October 19-20, 2005**

**Leader: Allison Harris**  
**Scribe: Betsy Voss**  
**Timekeeper: Greg Fraley**

4	Item	Description	Presenter	Time	Category
	1	1st Day Check In/Opening Remarks/Resource Sharing/Head Count and Proxies/Guests/Review Ground Rules & Charter/Review Action Items & Parking Lot/Approve Minutes	Allison	8:30 – 9:30	Info
	2	Facilitator Training	Joe Foran	9:30 – 11:30	Info
	3	Break	All	11:30 – 11:45	Needed
	4	Tier II Update	Paul	11:45 – 12:00	Info
	5	Facility Update	Greg C.	12:00 – 12:15	Info
	6	Lunch	All	12:15 – 1:30	Needed
	7	Florida UCL Training	Tracie	1:30 – 2:30	Info
	8	Document Priority Table and Gant Chart	Gerry	2:30 – 3:00	Info
	9	SCAP and Exit Strategy	Greg F./Bill	3:00 – 3:15	Info
	10	Break	All	3:15 – 3:30	Needed
	11	Pre RAB	Allison/Gerry	3:30 – 4:00	Info
	12	1 <sup>st</sup> Day Meeting Closeout – Review Action Items/Consensus Items	Allison	4:00 – 4:30	Info
	13	2 <sup>nd</sup> Day Check In	Allison	8:30 – 9:00	Info
	14	Site 41 Presentation	Allison	9:00 – 10:00	Info
	15	Break	All	10:00 – 10:15	Needed
	16	OU2 Update	Allison	10:15 – 11:15	Info
	17	Site 44 Update	Brian	11:15 – 11:45	Info
	18	Lunch	All	11:45 – 1:00	Needed
	19	UST Update	Gerry/Bill	1:00 – 1:30	Info
	20	CNO Award	Greg W/Greg F	1:30 – 2:30	Info
	21	Break	All	2:30 – 2:45	Needed
	22	Member Exit	All	2:45 – 3:15	Info
	23	2 <sup>nd</sup> Day Meeting Closeout – Review Action Items/Consensus Items/Next Agenda//+/-/Facilitator Evaluation	Allison	3:15 – 3:45	Info

**Meeting Schedule:**

- February 15-16, 2006 – Charleston, SC
- May 16-17, 2006
- August 29-30, 2006